

**United States Bankruptcy Court**  
**Eastern District of Virginia**  
Richmond Division

**TO:**  
Richard J. Oulton  
The Debt Law Group, PLLC  
2800 N. Parham Rd., Ste 100  
Henrico, VA 23294

**In re:** Tiffany Nicole Caine

**Case Number** 09-31765-DOT  
**Chapter** 13

**YOU ARE ADVISED AS FOLLOWS CONCERNING PAPERS FILED BY YOU WHICH CONTAIN DEFICIENCIES:**

**31** – Application for Compensation for Richard J. Oulton, The Debt Law Group, PLLC as Attorney for Debtor filed by Richard James Oulton of The Debt Law Group, Plc on behalf of The Debt Law Group, PLLC. (Oulton, Richard)

**REQUIREMENTS OF FORM/PROCESS:**

- \_\_\_ Not accompanied by "Request for Waiver to File by Computer Diskette or Conventionally."\* Parties represented by attorneys and governmental units and institutional entities must file via the Internet or complete and file a Request for Waiver in order to file by computer diskette or conventionally. Future noncompliant filings will be forwarded to the Court for determination/appropriate action.
- \_\_\_ Please prepare and submit to the Court an Order Extending Stay, which may be obtained from the Court's web site at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov) under Bankruptcy Forms.\*
- \_\_\_

**MOTION FOR EXPEDITED HEARING [LBR 9013-1(N)]:**

- \_\_\_ Not accompanied by Certification Regarding Request for Expedited Hearing\*.
- \_\_\_

**MOTION FOR RELIEF FROM STAY AND/OR CODEBTOR STAY [LBR 4001(a)(1)]:**

- \_\_\_ Not accompanied by proof of service indicating service of motion upon parties required to be served.
- \_\_\_ Notice as required by LBR 4001(a)-1(C) not clearly stated or conspicuously provided in motion.
- \_\_\_ Caption of codebtor stay does not clearly state the subsection of 11 U.S.C. 1301 under which party is proceeding.
- \_\_\_

**NOTICE OF MOTION OR OBJECTION/NOTICE OF HEARING:**

- \_\_\_ Official Form 20A\* – Notice of Motion or Objection. The Notice must be in substantial compliance with the official form and must accompany the Motion or Objection when filed.
- \_\_\_ Official Form 20B\* – Notice of Objection to Claim. The Notice must be in substantial compliance with the official form and must accompany the objection when filed.
- \_\_\_ Date, time and/or location omitted or incorrect in Notice of Hearing.
- \_\_\_ Notice of Hearing/Response not properly linked to Motion/Application/Objection
- X** Please note: As of December 1, 2010, the Notice has been revised and may be found at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov). Please review your Notice and amend if necessary.

*\*A copy of the above-referenced forms may be obtained from the Court's web site at [www.vaeb.uscourts.gov](http://www.vaeb.uscourts.gov)*

Date: January 5, 2011

CLERK, UNITED STATES BANKRUPTCY COURT

By /s/ Cindy Baumgartner, Deputy Clerk  
Direct Dial Telephone No. 804-916-2413